

I. POLICY:

Interpersonal Expectations: The Hennepin Healthcare Research Institute (HHRI) expects individuals who are performing services on behalf of HHRI (including employees, principal investigators, external research collaborators, visiting students, volunteers, contractors, temporary staff and vendors) to conduct themselves at all times in a professional manner that is appropriate to the medical research setting. In accordance with HHS Organizational Values, professional behavior includes treating study participants, co-workers and others with respect, integrity, courtesy and compassion.

II. **Examples of Inappropriate Conduct:** Examples of inappropriate conduct include, but are not limited to, the following:

- a. Actual or threatened physical contact or other forms of intimidation. (Refer to policy Workplace Violence Prevention and Response.)
- b. Non-constructive criticism, including public comments, that undermine confidence in HHRI programs or services, or that belittle others;
- c. Use of offensive language;
- d. Behaviors that undermine a collaborative work environment;
- e. Behaviors that are safety risks; and/or detract from departmental operations and/or a professional work environment;
- f. Inappropriate or gratuitous information recorded in medical records or other documents;
- g. Statements that degrade others based on race, color, creed, religion, age, gender, sexual orientation, gender identify or expression, national origin, disability, marital status, public assistance status, veteran status or any other legally protected status. (Refer to Non-Harassment/Discrimination policy.)
- h. Imposing burdensome requirements on other staff, which are not generally accepted in the medical research profession or in leadership, which cannot reasonably be expected to result in improved significant administrative efficiency.
- i. Workplace bullying demonstrated by persistent behavior by a person or group that is threatening, humiliating and/or intimidating.

III. PROCEDURE:

1. **Reporting Violations**

- a. Individuals who feel they have been treated in a manner that is not consistent with this policy should consider first sharing their concerns with the person exhibiting the behavior. Although individuals are encouraged to do so, sharing concerns first with the person exhibiting the behavior is not a requirement.

- b. If the individual is not comfortable bringing the information forward as described above, has attempted to do so and has been unsuccessful, or feels the violation is severe, the individual should instead bring the concern forward to his/her manager or the Human Resources Department.
- c. If an individual believes that they or someone else has been subject of a violation of the Non-Harassment/Discrimination policy, he or she should bring those concerns forward as described in that policy.
- d. If there is any concern about actual or potential harm to a research subject due to concerning behavior, this should also be reported to the IRB.

2. **Investigating Complaints**

- a. HHRI is committed to investigating and responding to complaints made under this policy as appropriate in light of the nature of the complaint. The action taken, if any, will be determined on a case-by-case basis considering relevant information.
- b. If HHRI determines that an employee behaved in a way that is not consistent with this policy, the employee may be subject to corrective action up to and including the termination of employment. (Refer to the Corrective Action and Progressive Discipline policy.)

3. **Retaliation**

- a. HHRI will not tolerate retaliation against an employee who makes a good faith report of discrimination or harassment, or who cooperates with those persons investigating the allegation of discrimination or harassment, regardless of the outcome of the investigation.